



Step by Step Instructions to Create your Workforce Registry Profile on the Early Care and Education Data System (ECEDS)

You can think of your Workforce Profile as an online professional portfolio. It is a place to store your professional documents.

Step 1:

To register, go to exceed.ri.gov

Step 2:

Click “Log In” button

Step 3:

Click the “Create New Account” link. You only need to do this the first time you visit the site.

Once you have created your account you can log into your Workforce Registry on the Early Care and Education Data System (ECEDS) at any time.

Step 4:

Select “No” to the question that asks if you are a program administrator, family care provider, or public school educational lead.

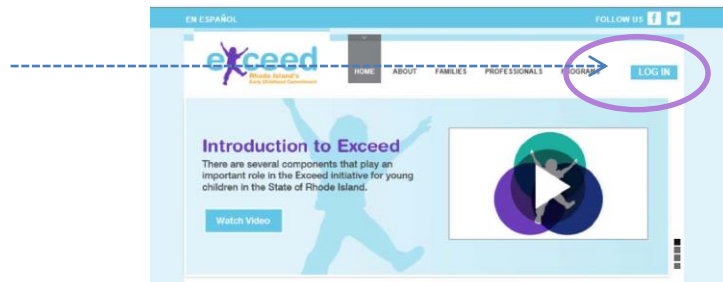
Enter your information into any field with an asterisk (*). Create a username between 6 and 20 characters and include only letters, numbers, underscore (_) and period (.).

Your password must be at least 7 characters with at least one uppercase, at least one number, and one special character (!, \$, %, ^, @).

Use an email address that you frequently use. You will receive an email confirming your registration.

Select a security question from the list and answer the question.

Step 5: Complete your Workforce Registry profile. Please update each section: Personal Information, Employment History, Education History, Professional Credentials, and Professional Development.



Please Log In

Username

Password

[Forgot My Password](#) | [Create New Account](#)



Create Your Account

Are you a Program Administrator, Family Care Provider, or Educational Lead in a public school? ☐ Yes | ☒ No

First Name *

Last Name *

Date of Birth *

Last 5 digits of your SSN *

☐ Show as plain text

Password *

Confirm Password *

Email *

Security Question *

Security Answer *

☐ I agree to the ECEDS [Terms and Conditions](#) (page opens in new tab) and [Privacy Policy](#) (page opens in new tab)

Congratulations! You have completed the first part of the Workforce Registry. New features and screens will be added in the near future.

Follow Exceed RI on [Facebook](#) or [Twitter](#) to stay up to date on these new features.